

Minutes of SATS Meeting

Monday 21st March 2011

Opened: 7:10 pm
Present: Mark Smith, Kaylene Smith, Jon Doughty, Alison Doughty, Miranda Guillon, Narelle Bintley, Janet Sandford, Jenny Blake and Brian Blake.
Apologies: Meg Bowman and Jim Sandford.

Minutes of February meeting presented by Miranda Guillon and seconded by Kaylene Smith.

Business Arising:

- A wedding card for Michael and Kat Anderson has been organised and will be presented at Guys and Dolls rehearsals this week.
- Janet Sandford has emailed the Rotary draft letter regarding the annual Christmas Carols to Miranda.
- Talk of a Takahata (Japan) visit for the 'SATS' choir have been put on hold for the time being. Concentrating on Guys and Dolls preparation.
- Guys and Dolls rehearsals are going well. The chorus have started movement. The band is doing extremely well. Alison Doughty has approached The Salvation Army asking if they would like to come to each performance seeking donations. Salvos have asked if we would like a 5-8-piece band to perform in the foyer on Opening Night. This is being considered.
- Mark Smith is looking into preparation of tickets.
- Sponsor letters have been sent and cheques are starting to come in.
- One chorus member has pulled out due to ill health.
- Regarding a social day at the races, a couple of meetings have been cancelled due to the weather. The potential dates have been changed for late April. Rachel Levick and Cass Griffin have taken on the task to organise it. We'll let people know about the event at rehearsals, via the website and on facebook.

Treasurer's Report:

- ⇒ Jenny Blake thanked Mark Smith for fixing up the books.
- ⇒ The Card account has a current balance of \$894.48
- ⇒ The Cash Management account has a current balance of \$6,623.44
- ⇒ The Cheque account has a current balance of \$1,068.18
- ⇒ Nearly \$1,400 in cheques have since been banked.
- ⇒ Mark Smith has sent our Annual Fair Trading Summary to the Dept of Fair Trading.
- ⇒ We don't have to send them a copy of the audit, just the figures.
- ⇒ The Treasurer's Report was presented by Jenny Blake and seconded by Alison Doughty.

Correspondence:

For the month of March until present, incoming correspondence comprised of:

- Singleton RSC payment of Gold Sponsorship \$500
- Partridge Bros payment of Gold Sponsorship \$500
- Pearce Real Estate payment of Bronze Sponsorship + 2 additional tickets total \$132
- Theatrefest Hunter 2011 flyer

- Australia Post renewal PO Box \$86
- GIO notice that payment of \$459.83 hadn't been honoured
- Singleton Inkspot statement \$72.80 for G&D photocopying plus brochure
- Perram & Toohey Builders payment of Bronze Sponsorship \$100
- Sign Craftsman invoice \$108.90 for electricity meter at shed
- Gould's Building Supplies statement \$42.89
- Stage Whispers magazine Vol 20 No 2
- Safety Plus Training payment of Silver Sponsorship \$250
- Singleton Heights Primary School invoice for hire of hall in 2010, \$550 and Hire of hall for 2011 of \$750
- AON insurance re-issue of public liability invoice (GST discrepancy settle by Aon)

For the same period, outgoing correspondence comprised of:

- Reply to Jan Falding re: Singleton Arts Festival
- Letters seeking sponsorship for Guys & Dolls

General Business:

- ⇒ We now have power at the shed. Bob Moore and Cec Fellowes have been up there working on sets.
- ⇒ Mark Smith regularly goes to the shed on Saturday mornings if anyone wants to help with arrangement of the shed.
- ⇒ We have another 10m² of carpet from fantastic furniture to use as orchestra carpet and lay at shed.
- ⇒ Need to thank Laurie Nugent for wiring and installation of all power points at the shed. He has saved us thousands of dollars. It was suggested that a voucher dinner/show and a night in Newcastle as a thankyou would be a good thing to do. Kaylene Smith will look into ideas to bring to next meeting. Targeting around \$200-\$300 mark.
- ⇒ Narelle Bintley attended the "shiftwork" play workshop on the weekend. They are still looking for a few more males for the cast. Casting for the play isn't until May.
- ⇒ A marquee for the Jockey Club, for social day at the races (mentioned above) costs \$750, which fits 40 guests. An extra \$30 per person for a BBQ lunch and entry to the course. Works out around \$50 minimum each. Next race day is 30th April. Also Muswellbrook and Scone are available to consider. If enough people show interest we could get the club to cover the cost.

A discussion regarding Dusty the Musical took place in which the following points were made:

- The \$3500 deposit is only refundable at the completion of the show. If we pay and then decide not to go ahead we lose this deposit.
- The theatre will be required for three days. Thursday will be a full day of bump in, lighting and sound set up and tech rehearsals. Friday will involve rehearsals and an evening performance, and on Saturday there will be two performances and bump out over two hours before midnight.
- Ensemble cast of 25-30 with some people playing multiple roles.
- The ticket sales and payment of royalties works as described in the minutes of our February meeting.
- Publicity is tied up with Ticketek.

- Venue hire is set in two parts - \$1700 for bump in and rehearsal on Thursday and just under \$4000 each for performance days on Friday and Saturday. The estimated cost for support staff is \$8000 however some of those charges are flexible. This brings the total cost to around \$18000.
- Members of St. John's Ambulance are required at all performances, but the cost is minimal at around \$100.
- If an average of 200 tickets are sold per show at \$30 each, this will bring in \$18000 and cover our costs. We hope to have sponsorship on top of this.
- If we charge \$35.75 per ticket the total cost will come to \$39 (including booking fees and charges) which is comparable to other shows that have been at the Civic Theatre. Once we go above \$40 the other fees increase.
- Despite the expense, some suggested there are lots of positives. For example,
 - Giving people an opportunity with little required on their part, as only three extra days required of them, and
 - The show hasn't come to Newcastle before which could be a drawcard.
- It was suggested there should be money available from our 10 performances in Singleton to cover any funding shortfall.
- For sound we can use the Civic Theatre house amp/speaker set up or bring in our own. The Civic is prepared to do as much or as little as we want them to.
- We've got more lapel mics than the Civic theatre but we can hire their 10 if we wish for a total of \$3000 (which was included in the \$8000 estimate). If we decide not to hire mics our total cost goes down.
- We need to know what we'll do in the event someone else wants to book our dates. It was suggested that because our booking in Singleton is flexible we could move it forward a week thus changing the dates required at the Civic Theatre. This could buy us more time before a deposit is required. There were concerns about what happens once tickets go on sale to the public. Are we still able to cancel or are we locked in? We need more information.
- It was decided we need to gauge who would be interested and available before any decisions are made. Miranda will draft an expression of interest email for Jon Doughty to send out to members. It will contain details of dates and times etc. The response will be tabled at a monthly meeting.
- Congratulations to Rhiannon and James Hayward on the birth of their twins this week. Kaylene Smith will send out flowers on behalf of SATS and its members.

Meeting Closed: 8:45pm